

PREMISES HIRE POLICY

Appendix A

Special Conditions of Hire during COVID-19

Note: These conditions are supplemental to, not a replacement for, the Parish Rooms ordinary hire policy.

SC1:

You, the hirer, will be responsible for ensuring those attending your activity or event comply with the COVID-19 Secure Guidelines while entering and occupying the Parish Rooms. These are displayed in the entrance to and throughout the building, in particular, the use of hand sanitiser, which can be found in the foyer and on the landing upstairs.

SC2:

You undertake to comply with the actions identified in the Parish Rooms risk assessment, of which you have been provided with a copy.

SC3:

The Parish Rooms will be cleaned first thing in the morning, but thereafter each hirer will be responsible for cleaning all regularly used surfaces during your period of hire (including tables, chairs, surfaces, door handles) using your own ordinary domestic products.

SC4:

You will make sure that everyone likely to attend your activity or event understands that they **MUST NOT DO SO** if they or anyone in their household has had COVID-19 symptoms in the last 7 days, and that if they develop symptoms within 7 days of visiting the premises they **MUST** use the Test, Track and Trace system to alert others with whom they have been in contact.

SC5:

You will keep the premises well ventilated throughout your hire, with windows and doors (except fire doors) open as far as convenient. You will be responsible for ensuring they are all securely closed on leaving.

SC6:

You will ensure that no more than 12 people max. attend your activity/event in Room 1, 14 people max. in Room 2 and 35 people max. in the Hall, in order that social distancing can be maintained. You will ensure that everyone attending maintains 2m social distancing while waiting to enter the premises, in the foyer and on the stairs, and only one person at a time in the lift, and as far as possible observes social distancing of 1m plus mitigation measures when using more confined areas (e.g. moving and stowing equipment, accessing toilets,) which should be kept as brief as possible. You will make sure that no more than two people use each suite of toilets at one time.

SC7:

You will take particular care to ensure that social distancing is maintained for any persons aged 70 or over or likely to be clinically more vulnerable to COVID-19, including for example keeping a 2m distance around them when going in and out of rooms and ensuring they can access the toilets or other confined areas without others being present. For some people, passing another person in a confined space is less risky, but for older people that should be avoided.

SC8:

You will position furniture or the arrangement of the room as far as possible to facilitate social distancing of 2m between individual people or groups of up to two households or 1m with mitigation measures such as: seating side by side, with at least one empty chair between each person or household group, rather than face-to-face, and maintain good ventilation. If tables are being used, you will place them so as to maintain social distancing across the table between people from different household groups who are face-to-face e.g. using a wide U-shape.

SC9:

You are asked to keep a record of the name and contact telephone number or email of all those who attend your event for a period of 3 weeks after the event and provide the record to NHS Track and trace if required. (People are not obliged to provide details.)

SC10:

You will be responsible for the disposal of all rubbish created during your hire, including tissues and cleaning cloths, taking all rubbish away with you when you leave the premises.

SC11:

You will encourage users to bring their own drinks and food. For the time being, the kitchen facilities are out of bounds.

SC12:

We will have the right to close the Parish Rooms if there are safety concerns relating to COVID-19, for example, if someone who has attended the Parish Rooms develops symptoms and thorough cleansing is required or if it is reported that the Special Hiring Conditions above are not being complied with, whether by you or by other hirers, or in the event that public buildings are asked or required to close again. If this is necessary, we will do our best to inform you promptly and you will not be charged for this hire.

SC13:

In the event of someone becoming unwell with suspected Covid-19 symptoms while at the Parish Rooms you should remove them to a designated safe area. Provide tissues and a bin or plastic bag, and antibacterial wipes or gel for hand cleansing. Ask others in your group to

provide contact details if you do not have them and then leave the premises, observing the usual hand sanitising and social distancing precautions, and advise them to launder their clothes when they arrive home. Inform the Parish Office immediately on 01253 722736.

SC14:

For events with more than 30 people you will take additional steps to ensure the safety of the public in relation to COVID-19 and prevent large gatherings or mass events from taking place, for example by operating a booking system or providing attendants or stewards who will ask people to seat themselves furthest from the entrance on arrival and to exit closest to the exits first.

SC15:

In order to avoid risk of aerosol or droplet transmission you must take steps to avoid people needing to unduly raise their voices to each other, e.g. refrain from playing music or broadcasts at a volume which makes normal conversation difficult.

SC16:

Other special points as appropriate.

e.g. Where a sports, exercise or performing arts activity takes place:

You will organise your activity in accordance with guidance issued by the relevant governing body for your sport or activity.

e.g. Where a group uses their own equipment:

You will ask those attending to bring their own equipment and not share it with other members and avoid using equipment, which is difficult to clean, as far as possible. You will ensure that any equipment you provide is cleaned before use and before being stored in the Parish Rooms' cupboards.

SC17:

All these extra precautions have come at an added cost to the Parish Rooms, so as a temporary measure we will be charging an additional £2 per day that you hire the room on top of your hiring fee to cover these costs.